



Present: Fiona Platt (Chair), Tom Adams, Sally Ormandy, Liz Hawes, Tom Shanley, Shevaun Karipa (Staff Representative)

In Attendance: Geoff Gilliam (Accountant), Heidi Ball (Minutes), Kaysei Halliday (interested parent)

Apologies: Lee Hooper

Meeting Opened: 7.00pm

Conflict of interest: No Conflicts

1. Welcome and Karakia

2. Financials

Geoff Gilliam spoke to the Board about the past financial year. Spoke to the surplus and working capital and explained both in more detail. Fiona presented proposed spending while Geoff was present and he supported this amount of spending.

The Financials were also discussed while Geoff was still present. It was noted that majority of families had paid their camp fees which was quite unexpected. There were no issues of concern.

Shevaun's work around Teacher Aides and pay was acknowledged and the Board wished to thank her for all her hard work.

Financials Approved Tom A./Shevaun

Geoff Gilliam departed the meeting at 7.15pm.

3. Introductions

Kaysei Halliday, a current parent possibly interested in joining the Board arrived 7.20pm and introductions followed.

4. Principals Report:

Report was tabled and Sally spoke to the student achievement data and clarified any issues raised at the previous meeting.

The Board acknowledged the work that staff had done to date and noted that this was a collective effort. Discussion followed around student achievement and how to improve this moving forward. The Board agreed this is to be a major focus and acknowledged there is a curriculum framework in place moving forward. **Sally is to provide the Board with an update on Student Achievement early in Term 2.**

The requirement to instal No Vaping signs around the school was acknowledged and the Board

were assured these will be installed as legally required from 11 May 2021.
Personnel was discussed and all decisions to date were supported by the Board.

Principals Report Approved Liz/Tom A.

5. Health and Safety Report:

Tabled and discussed. Sally had spoken to staff about recording more specific details around incidents moving forward. She is confident this will be carried out. Was noted the entry 21 March 'Make Safe' needed more information and the word "windows" would be added to this entry.

Health & Safety Report Approved Fiona

6. Strategic Discussions:

Board Processes – Schedule of Delegations

Delegations Retained by the Board (1.g.) Leave on Full pay – to be amended that Sally has the permission of the Board to approve staff leave requests up to five days. Anything above five days is to be passed to the Board for approval. Delegation 1.b. is to be amended from \$2,500 to \$5k. Delegation 1.d. to be amended from \$1K to \$5k. Delegation 2.c. to be increased from \$2,500 to \$5k. The Amended Delegations will be re-tabled at May Board meeting.

Was also noted and agreed that any previous delegations in relation to Property spending are to be revoked and replaced with the current amended Schedule of Delegations.

Code of Behaviour

Was tabled and discussed. Agreed new bullet point to be added "all media enquiries to be directed to the Board Chair". An additional bullet point is also to be added to say "Promote positive Health and Wellbeing for the School community.

Deputy Chair

Tom Adams was unanimously elected to the role of Deputy Chair.

Principal's Appraisal

The Board are happy to delegate this process to the Board Chair (Fiona) – this was a unanimous decision.

Draft BoT Work Plan

This was tabled and discussed by the Board with minor amendments. Shevaun made these amendments at the meeting. The updated Work Plan is to be tabled at the May BoT meeting.

7. Property

The Property Report was tabled and discussed. Asbestos removal will be carried out during the school holiday break. The community have been notified of these works.

Pool

Was noted that a funding application to CERT had been approved in the sum of \$15k towards the school pool. The Engineer was on site 8 April to inspect the pool. He verbally advised that the masonry in the changing sheds will need to be replaced – the full written report to follow in due course.

Play Ground

The Designer will be on site during the school holidays to prepare a draft concept.

Policies and Procedures

These were re-allocated taking into consideration the addition of the new Trustee and changing responsibilities of the Board members. Tom will update the schedule and circulate to the Board at May meeting.

ERO Visit

It was noted that ERO will be visiting this year. Sally advised that she has had notification that the engagement process will commence from day 1 of Term 2. Sally will register for the ERO zoom meeting ASAP.

8. Agenda Items for Next Meeting

Student Achievement is to be added to the agenda for the next meeting. Karakia wording to be added to future agendas.

9. Previous Minutes

Previous Minutes were circulated and are to be passed as a true and accurate record of the meeting.

Previous Minutes Approved Shevaun/Tom S.

10. Inwards Correspondence

- Maureen Kerr will carryout Sally's Appraisal. Agreement for the Provision of Professional Services was signed by the Board.
- Ministry of Education 2020 Final Wash Up Calculation was tabled and discussed.
- Ministry of Education COVID-19 Autopay Costs Reimbursement – tabled.
- Ministry of Education 2021 Funding Estimates – tabled.
- Evacuation Report Tabled – noted latest evacuation on 26/2/21 was completed in 4min 52 seconds – a great time.

11. Evacuations

Was noted that the latest Evacuation was completed in

Action Points

- **Sally to provide the Board with an update around student achievement early in Term 2.**
- **Was noted the entry 21 March 'Make Safe' needed more information and the word "windows" would be added to this entry.**
- **Fiona to amended Schedule of Delegations as recorded and this is to be tabled again at May Board meeting.**
- **Fiona - Code of Behaviour amend by adding new point "all media enquires to be directed to BoT Chair" and new bullet point "Promote positive Health and Wellbeing for the School community.**
- **Tom A. will share with Fiona how to receive all BoT Emails.**
- **Fiona to follow up with Lee regarding his intentions beyond this Term as a BoT Trustee. Draft BoT Work Plan – as updated by Shevaun to be re-circulated for next meeting.**
- **Tom to update Policy Review schedule and circulate to Board for next meeting.**
- **Board Agenda and Minutes to be uploaded to the website on a regular basis.**
- **Link to school policies and procedures – to be more visible and accessible on the website**
- **Sally to register for the ERO zoom meeting ASAP**
- **Sally to provide BoT with assurance that all H&S policy and procedures are being applied to all school events.**
- **New Shelter in Place procedure to be added to the school procedures and added to internal dox for staff – Shevaun.**
- **Leeanne add Karakia wording to the Agenda for future meetings**
- **No Vaping signs to be installed by 11 May**

12.Public Excluded
Nil

13.Karakia

14.Meeting Closed 9.10pm

Next Meeting Thursday 27th May 2021, 7pm

Minutes Approved by the Board of Trustees:

Signed: _____ Date: _____
(Fiona Platt, Chairperson)